



Employment Application

Summer Positions – *Parks & Recreation*

Mail To: City of Greensboro
Human Resources Department
PO Box 3136
Greensboro, NC 27402-3136

Deliver To: Human Resources Department
Melvin Municipal Office Building – Plaza Level
300 W. Washington Street
Greensboro, NC 27401

Office (336)-373-2020

FAX (336)-373-2511

Internet: <http://www.greensboro-nc.gov/gsohr>

E-mail Address: city.employment@greensboro-nc.gov

It is the policy of the City of Greensboro to hire and promote the best-qualified individual(s) available. To this end, no person shall be refused employment, denied promotion or assignment, discharged or otherwise discriminated against or given preference in any aspect of the employment relationship on the basis of race, gender, religion, age, political affiliation, national origin, sexual orientation, physical or mental disability, genetic information, or any other non-job related factor, except when certain physical and mental requirements are bona-fide occupational qualifications. (City Personnel Policy I-1). The City of Greensboro is an E-verify employer. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

CAREFULLY READ the descriptions of positions found on our website or attached to copy of application to assure you meet the qualifications for the position(s).

POSITIONS AVAILABLE: Rank order your preferences 1 thru 19 (1 = Most Desired, 2 = Next Desired, etc)

POSITIONS AVAILABLE	RANK ORDER	APPLICANTS – Leave Blank
Lifeguard/City Pools (various sites)		
Head Lifeguard (City Pools)		
Swimming Pool Manager (City Pools)		
Playground Counselor (various sites)		
Summer Day Camp Counselor (various sites)		
Playground Director (various sites)		
Summer Day Camp Director (various sites)		
Day Camp Counselor (Camp Joy)		
Cashier/Facility Attendant City Pools Attendant		
Arts Camp Instructor		
Drama Instructor		
Park Attendant Spraygrounds (various parks)		
Park Attendant Boats (various parks)		
Park Attendant Maintenance (various parks)		
Turf Maintenance (various sites)		
Facility Attendant (Bryan Park)		
Lake Attendant		
Environmental Education Instructor		
Bus Driver		

ANSWER ALL QUESTIONS – PLEASE PRINT OR TYPE

Applicant Name							
	Last Name		First Name		Middle Name		Name You Go By

Current Address						
	Street & No		City	County	ST	Zip
Permanent Address						
	Street & No		City	County	ST	Zip

Drivers License No. (MUST BE VALID)	State Issued		Expiration Date		E-mail Address

If a minimum age requirement exists for this position, do you meet this age requirement? ☐ Yes ☐ No (This will be verified)

Telephone Numbers						
	Residence		Business		Cell	Other

Education & Training

Name of Middle School											
	Address				City				State		
	<input type="checkbox"/>		<input type="checkbox"/>		Check the Type of Diploma or Certificate						
Did you graduate?	Yes		No		Year Graduated	<input type="checkbox"/>	General Education Diploma				

Name of High School											
	Address				City				State		
	<input type="checkbox"/>		<input type="checkbox"/>		Check the Type of Diploma or Certificate						
Did you graduate?	Yes		No		Year Graduated	<input type="checkbox"/>	General Education Diploma		<input type="checkbox"/>	GED	

Name of College or University											
	Address				City				State		
	<input type="checkbox"/>		<input type="checkbox"/>		Identify Type of Degree and Major Area of Study						
Did you graduate?	Yes		No		Year Graduated	Degree Received			Major		

Identify any or all certifications you possess that pertain to the position(s) or as a required qualification:

Describe job skills, special training, &/or license(s) you possess pertaining to the position(s) or as a required qualification:

Work Experience

Beginning with your current or most recent position, list all time periods of employment, unemployment, or volunteer experience over the past 10 years showing changes in title or promotions separately. Attach additional sheets or resume if needed; however, **a resume will not substitute for the information required in this section.**

From		To		Name of Employer	Current or Last Position Title				Employees Supervised
Mo	Yr	Mo	Yr						
Prior Employment Status				Address	City	ST	ZIP	Supervisor Name	Phone
<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time						
Reason for wanting to leave?				Duties:					
From		To		Name of Employer	Last Position Title				Employees Supervised
Mo	Yr	Mo	Yr						
Prior Employment Status				Address	City	ST	ZIP	Supervisor Name	Phone
<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time						
Reason for Leaving				Duties:					
From		To		Name of Employer	Last Position Title				Employees Supervised
Mo	Yr	Mo	Yr						
Prior Employment Status				Address	City	ST	ZIP	Supervisor Name	Phone
<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time						
Reason for Leaving				Duties:					

ANSWER EACH QUESTION BELOW

	Check Yes or No	
	Yes	No
1. Are you now, or have you ever been, employed by the City of Greensboro? If YES, identify most recent employment dates, job title, department assigned, and/or reason for leaving in the "comments" section below.	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have any relatives currently employed by the City of Greensboro? If yes, list their name(s), position title, department assigned, and their relationship to you in the "comments" section below	<input type="checkbox"/>	<input type="checkbox"/>
3. Were you ever discharged or forced to resign from employment due to misconduct or unsatisfactory services? If yes, explain in the "comments" section below. Prior discharges or forced resignations will not necessarily disqualify you from employment.	<input type="checkbox"/>	<input type="checkbox"/>
4. <u>This question is for Males 18 through 25 Only</u> – Federal law requires males age 18 through 25 to register with the Federal government to comply with the Military Selective Service Act. North Carolina GS 143B-421.1 prohibits local governments from employing any males who have not complied with the federal Selective Service Registration regulations. If this requirement pertains to you, have you complied with the Federal law? (check the appropriate box to the right).	<input type="checkbox"/>	<input type="checkbox"/>

Comments (for any YES answer from above, give number and explain):

NOTE: If selected for referral and consideration for hire, the City will conduct a personal background check including criminal convictions and if applicable for the position, a driving history. The results will be reviewed to determine if the information is relevant to performing the duties of the job.

APPLICANT CERTIFICATION AND AUTHORIZATION

“Read this VERY carefully before signing”

I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief, and that any false statements or major omissions shall be considered sufficient cause for employment disqualification or dismissal. I further acknowledge that any or all information provided by me is subject to verification and hereby authorize the City of Greensboro to conduct a personal background investigation of me including any current or prior criminal arrests, convictions, and driving history. By my signature below, I authorize the City of Greensboro to contact my current and/or all former employers, as well as schools or other educational institutions that I may have attended, and obtain any information about my qualifications for employment including current or prior work history, scholastic ratings and records, and any other information they may have regarding me, whether or not it is on their records. I also authorize my current and/or former employers and educational institutions to release any information requested by the City of Greensboro.

Applicant Signature	Signature Date

**City of Greensboro
Equal Opportunity Employer Questionnaire**

PLEASE COMPLETE THIS FORM - IT WILL BE REMOVED PRIOR TO PROCESSING

In order to comply with United States Government Equal Employment Opportunity requirements, all applicants for employment are requested to complete this form. Data collected will be used for statistical reporting purposes and to measure the effectiveness of recruitment efforts and selection procedures. This information is requested on a voluntary basis, will be kept confidential, and is not available to hiring authorities. Refusing to provide the information will not result in any adverse treatment with respect to the employment or selection process.

The City of Greensboro is an equal opportunity employer. In accordance with applicable laws and regulations, the City does not discriminate on the basis of disability or other prohibited criteria. If you believe you have been treated unfairly or discriminated against on the basis of race, color, national origin, gender, age, religion, political affiliation, sexual orientation, disability or genetic information, please contact the Human Resources Department at (336) 373-2020.

DISABLED APPLICANTS: The Human Resources Office may have resources to assist applicants with the application and/or interview process. If special needs are to be considered, please call (336) 373-2020.

Applying for Position Number: **Effective Date (mm/dd/yy)**

Job Title _____

Applicant Name _____

Are you age 40 or over? ☐ **Yes** ☐ **No** **Are you** ☐ **Female** ☐ **Male**

Are you a veteran of the United States Armed Forces? ☐ **Yes** ☐ **No**

If "Yes" - Branch of Service _____ **Type of Discharge** _____

Ethnic Origin Check one)

- ☐ **White (not of Hispanic origin):** All persons with origins in any of the peoples of Europe, North Africa or the Middle East
- ☐ **Black (not of Hispanic origin):** All persons with origins in any of the black racial groups of Africa.
- ☐ **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ☐ **Asian or Pacific Islander:** All persons with origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, India, Japan, Korea and Samoa
- ☐ **American Indian or Alaskan Native:** All persons with origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

To help us ensure our recruitment efforts are targeted to and reaching all segments of our recruitment area and community, please identify how you first learned of this job opening (check only one box).

<input type="checkbox"/> A Friend or Relative	<input type="checkbox"/> TDD Line for hearing impaired
<input type="checkbox"/> A City Employee	<input type="checkbox"/> Newspaper (name):
<input type="checkbox"/> TV Monitor in Melvin Municipal Office Building	<input type="checkbox"/> Cable or other TV/Radio (which channel):
<input type="checkbox"/> Internet (identify web site):	<input type="checkbox"/> Other means (identify):
If you are disabled and would like to request testing accommodations, please describe:	

Thank you for making an application for this position and in your decision to select the City of Greensboro as a possible employer. If you need clarification of information on this form, please contact one of our Employment Specialists at 336-373-2020.